



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

17 Mar 03

**MEMORANDUM FOR BASE TRAINING MANAGERS and EDUCATION  
SUPPORT PERSONNEL**

**FROM:** Air University Registrar (AU/CFR)  
60 Shumacher Ave  
Maxwell AFB AL 36112-6337

**SUBJECT:** Procedures for Processing AFIADL Transactions through MILPDS/PCIII

1. In accordance with AFI 36-2201V4, 23 October 2002, paragraphs 2.9 and 2.10, Base Training Managers and Education Support personnel will process through the Military Personnel Data System (MILPDS) the following AFIADL transactions for Active Duty Air Force, Air National Guard and Air Force Reserve personnel:

Enlisted:

- Enrollment Requests
- Address Changes
- Name Changes
- Rank Changes
- Test Control Facility Changes
- Course Exam Requests
- Extension Requests
- Cancellation Requests

Officer:

- Enrollment Requests
- Address Changes
- Test Control Facility Changes

2. For assistance with any problems encountered when processing transactions through PCIII and MILPDS, contact your Personnel Systems Manager (PSM). The PSM should contact the Technical Assistance Center (TAC). The TAC will provide a heat/trouble ticket number to the PSM. Transaction requests for Active Duty Air Force, Air National Guard and Air Reserve personnel received at AFIADL and the AU Registrar's office without a trouble ticket number will not be processed.

3. If you have questions about this procedure, please call AU/CFRR staff at DSN 493-8128 or send an e-mail to [AU/CFRR@maxwell.af.mil](mailto:AU/CFRR@maxwell.af.mil)